

cc#7
August 9, 1932.

Circular Letter No. 6.

Subject: Opening of Schools and
Organization of Work.

To : Superintendents of Schools.

For instructions regarding the opening of schools this year reference should be made to the following circular letters:

No. 10 of the series 1930-31
No. 13 of the series 1930-31
No. 8 of the series 1931-32

There are, however, slight changes which are explained in this letter.

First and second grades should be organized on the double enrollment plan. Under no circumstances, however, should a third grade be organized under this plan.

Enrollment in each room should equal the seating capacity. Grades may be combined; or bright pupils promoted on trial, in order to increase the enrollment in each room, and thus make vacant seats available for new pupils.

It is not undesirable to have more than fifty pupils in a room at the beginning of the year. The enrollment always lags after the rush of the first days and it may be expected that it will be under reasonable limits after the first school month.

The report on enrollment and attendance, Form 101 st. will be filled out this year only three times: at the end of the first month, at the end of the first semester, and at the end of the second semester.

The organization sheets must be submitted on or before AUGUST 26, 1932. This will be the only report on enrollment to be made at the beginning of the year.

The report on school visits should be forwarded right after the end of each school month. There should be separate reports from each supervising official, and different classes of schools--elementary rural, elementary urban, high, private, etc.-- should be reported upon separately.

If there is a competent teacher to teach it, a course in elementary science for grades seven and eight may be organized in those places where no vocational work is offered in these grades. "My Science Book" by Dorland and Woticky, edited by Rand McNally and Company, might serve as a guide for the teacher in charge of the course.

The new system of supervision of instruction will continue this year as in the past. To this effect, the following form letters of last year's series should be consulted:

No. 21 dated September 5, 1931,
No. 36 dated September 28, 1931,
No. 40 dated October 7, 1931, and
N o. 92 dated March 14, 1932.

It should be taken into consideration, however, that rules for supervision, checklists, tests, and surveys are all of little avail if there is not the right attitude toward supervision on the part of teachers and supervisors. This attitude should be cultivated from the beginning.

Teachers' institutes, visitng days, and other school activities organized within a district should not interfere with the extracurricular activities organized by the Department of Education for the whole island. A list of such activities is hereto attached.

Very truly yours,

(Sigend) JOSE PADIN

Commissioner of Education.

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